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## ***CLINICAL TREATMENT:***

**1320**

### **BASIC SERVICES**

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***INTRODUCTION*****Description**

Conditional Release Program contractors have the responsibility to provide various Basic Services. These services are primarily liaison, evaluation and other support services which relate to both patient care and program administration. These are associated services that affect patient treatment and program integrity.

Within the program, Basic Services may be the delegated task of one or more professionals, or may be a part of each professional staff person's function. The task distribution should be determined by program needs and the demands of the region being served.

**Funding**

Basic Services are not individually billed services. Funding is provided through the Negotiated Net Amount (NNA) identified in each contract. This NNA amount also includes funding for travel, equipment, and other operating expenses necessary to support these services.

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### ***SERVICE DESCRIPTIONS***

#### **Service Types**

Basic services can be divided into three service types:

- \* Work related to required evaluations;
- \* Clinical liaison services; and
- \* Administrative services.

Examples of work in each of the service types are described below.

#### **Evaluation Related**

- \* Pre-placement evaluations pursuant to PC 1026(b), PC 1370(a)(2), PC 1602(b);
- \* Housing recommendations (Jail/Hospital) pursuant to PC 1026.2(b), and PC 1372(e);
- \* Placement evaluations pursuant to PC 1026.2(g), PC 1603(a)(2), PC 1604(b), PC 2964(a) and WIC 6608(e);
- \* Transfer evaluation (from or to another county);
- \* Quarterly progress reports to the court or parole agent (for MDOs), pursuant to PC 1605(d) or DMH policy;
- \* Progress evaluation pursuant to PC 1370(b)(2);
- \* Annual renewal evaluations pursuant to PC 1606, PC 2972, or WIC 6608(d);
- \* Judicially committed revocation evaluation pursuant to PC 1608;
- \* MDO rehospitalization evaluation pursuant to PC 2964(a);
- \* Restoration of sanity evaluation pursuant to PC 1026.2(b);
- \* Recovered competence evaluation pursuant to PC 1374;

***SERVICE DESCRIPTIONS*****Evaluation Related (cont.)**

- \* Extension evaluations pursuant to PC 1026.5(b)(2), WIC 6316.2;
- \* Discharge recommendations pursuant to PC 2968 or WIC 6605(f);
- \* Other appropriate evaluations, recommendations and/or attend hearings as required;
- \* Consultation, education, and liaison to BPT, parole or court officers including, but not limited to a judge, district attorney, public defender, and/or parole agent and their offices; and
- \* Liaison visits to state hospital patients as described in manual **Section 1310: STATE HOSPITAL SERVICES**;

**Clinical Liaison**

- \* Liaison to community resources and agencies to develop and maintain an appropriate array and level of services;
- \* Case management services supporting patient's living arrangement, financial plan, vocational or educational services and other health, welfare, or human service concerns of the patient;
- \* Regularly scheduled case conferences; development and revision of treatment plans and Terms & Conditions of Outpatient Treatment;
- \* Maintenance of CONREP patient record for each patient within the program that includes treatment notes, toxicology reports for each patient, legal and other records;

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### ***SERVICE DESCRIPTIONS***

#### **Clinical Liaison (cont.)**

- \* Maintenance of State Hospital Liaison file on state hospital patients; and
- \* Attendance at regional and statewide coordinators' meetings, and forensic training.

#### **Administrative**

- \* Attendance at program staff meetings;
- \* Maintenance of a readily accessible physical plant that offers space conducive to treatment and meets the requirements of the Americans with Disabilities;
- \* Maintenance of adequate office security for patients and staff;
- \* Maintenance of emergency procedures and protocols in the event of patient injury, assaultive behavior or natural disasters; and
- \* Maintenance of operational program policies and procedures consistent with those contained in this CONREP manual.

#### **Court/Law Enforcement Liaison**

- \* Establishment and maintenance of effective working relationships with court officers (judiciary, District Attorneys and Public Defenders), and local parole and law enforcement officials regarding CONREP and related issues.

To provide for a two-way communication link with law enforcement, the Supervised Release File was established by law and serves as an online file providing law enforcement with an index of a person's record. For a CONREP patient, a special alert message is given to identify the individual is under DMH supervision along with an (800) number to contact, 24 hours, 7 days a week, directing the officer to the CONREP Responsible program.

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#### ***SERVICE DESCRIPTIONS***

##### **Court/Law Enforcement Liaison (cont.)**

CONREP Operations will fax to the Community program Director (CPD) the notices whenever law enforcement enters the CONREP patient identifiers into the California Law Enforcement Telecommunications System (CLETS) to alert the provider of a contact or arrest. The CPD/designee shall call the law enforcement agency listed on the notice and record the CONREP action taken in response to the notice and fax to the Program Liaison within 3 working days of receipt.